

CHECKLIST FOR NEXT-OF-KIN

Scheduling a Service:

- ☐ Submit a "Request for Burial/Inurnment" and eligibility documents (if not pre-registered) to the Cemetery.
- ☐ The Cemetery office will verify eligibility and call requestor to schedule services. If you have not received a call within 24 hours, please contact the office.
- ☐ Determine a preferred date & time for the committal service (Mon-Fri 10:00 am – 3:00 pm). Also determine an alternate date/time in case your first choice is unavailable.
- ☐ An appointment confirmation and Monument Request Form will be emailed to you. Fill out and bring this information with you to the service.
- ☐ Inform family & friends to arrive about 10 minutes before the service is scheduled to start.

The Day of the Service:

- ☐ BEFORE the committal service begins, turn in the following:
 - ⇒ Anytime before the day of the service, (or at least 2 hours prior to the service) bring the **Veteran's Burial Flag** to the Cemetery Office. Burial flags can be obtained from the funeral home or the post office (with a DD214 & Death Certificate).
 - ⇒ **Transit Permit or Death Certificate** (should accompany the urn/casket)
 - ⇒ **Monument Inscription Request Form**
 - ⇒ If applicable, a check for **spouse's interment fee** (\$747 FY2016) or **upper tier interment fee** (\$500/person).
- ☐ This can be done at the office or with a volunteer when you first enter the cemetery.
- ☐ Guests may go directly to the cemetery entrance, where they will be greeted by volunteers.
- ☐ Urns will stay with the family until the service begins. *Please do not bring urns to the office.*

ORDER OF SERVICE

10 Min. Early:
Friends & Family arrive

Funeral Director/Family Rep turns in required documents.
Volunteers will greet guests at the cemetery entrance.
Stay with your vehicle, the procession starts here.

On The Hour:
Final procession
(2 min)

Vehicle procession will drive from Cemetery Entrance to Committal Shelter (not grave-side).
The urn/casket is set in place for the service.
Please gather in the shelter and mute your cell phone.

00:02 Military Honors
(5 - 8 min)
(For the veteran's
committal service only.)

Honors include: Sounding "Taps," folding the flag and its presentation to the Flag Recipient.
For Retirees/Medal of Honor recipients/Active Duty:
A rifle salute or pallbearers may also be present.
Please allow them a moment to depart afterward.

00:10 Final Respects
(10 - 15 min)

This is the time for pastors/chaplains/guests to speak, sharing condolences or quiet reflection. This is your time.

00:20 Family & Friends exit

Cemetery Staff will collect your loved one's casket or urn to place them in their final resting place after guests depart.
You are welcome to return to the burial site after 5 pm.

- COMMITTAL SERVICES -



The committal shelter provides an opportunity for family and friends to pay final respects to their loved one before laying him/her to rest. It is beautifully designed, provides seating for the immediate family, and is partially sheltered from the elements. **The shelter serves as a place of gathering for final respects and is used instead of a graveside service.** The Shelter is available for use Monday through Friday between the hours of 10:00 am and 3:00 pm (winter) or 9:00 am and 3:00 pm (summer) and can be scheduled through the Cemetery Office. All committal services have a 20 minute limit.

The committal service differs from a funeral or a grave-side service in that: a) the main purpose of a committal service is to render military honors and b) the final, brief good-byes are conducted in the shelter.

The Cemetery Staff will automatically request **Military Funeral Honors** for your veteran's committal service. In some cases the Honors may be presented at the funeral or memorial service instead, but it must be arranged in advance, and honors are only rendered once. Honors include the sounding of "Taps", folding of the flag and its presentation to the Next-of-Kin. In addition, a Rifle Salute is included for military retirees, Medal of Honor recipients and active duty deaths. Military Funeral Honors take priority at the shelter and will begin each service. Once they have completed the honors, the honor guard will depart the area, giving the family privacy for their final words of farewell. If you have a flag for the service, please bring it to the Cemetery Office at least 2 hours before the service so that the Honor Guard may use it to render final honors. Burial flags are available from the funeral home, post office or VA Regional Office.



On the day of the service, family and guests will be greeted by volunteers, who will arrange your vehicles in the waiting area until it is time for the procession to begin. Vehicles are to pull up to the forward-most point and wait for a volunteer to lead the procession to the Committal Shelter. This assembly and escort is important for traffic flow, please follow the volunteers' instructions.



The Committal Shelter has a podium with a microphone. If music is desired, families may bring a CD/Tape player as electricity is available. The US Flag and Idaho State Flag are set up prior to the service. For the eligible Veteran, the appropriate Service Flag is also displayed. For cremated remains, a draped table is set up for urn placement, as well as for flowers and pictures if so desired. For casket services, a space is left available. Ten chairs are set up for seating of the immediate family, with a chair designated for the Flag Recipient.

Food, smoking and pets are not allowed at the Committal Shelter, or anywhere on the Cemetery grounds. Please ensure that family and guests are prompt, as services are often scheduled back-to-back and the Committal Shelter use is limited to 20 minutes.

IDAHO STATE VETERANS CEMETERY

10100 HORSESHOE BEND ROAD
BOISE, ID 83714

